

State Planning Standards Checklist for Annex E, Evacuation

Jurisdiction(s): City of Beaumont

Annex Date: September 24, 2018 **Date of most recent change, if any:** _____

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
E-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I
II. Purpose	
E-1. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
E-1. Define terms and explain acronyms and abbreviations used in the annex.	III
IV. Situation & Assumptions	
<i>E-2. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>E-3. Include a list of assumptions used in planning for emergency evacuation.</i>	IV.B
V. Concept of Operations	
<i>E-3. Outline factors to be considered in evacuation decision-making.</i>	V.B
<i>E-4. Describe potential evacuation areas and hazard-specific planning for those areas, referencing appropriate portions of the plan.</i>	V.C
<i>E-5. Indicate how transportation will be provided for those individuals and facilities that need it during an evacuation.</i>	V.D
<i>E-6. Explain how evacuation warnings and evacuation-related public information will be provided to individuals and special facilities.</i>	V.F
<i>E-6-7. Outline considerations for the evacuation of functional needs facilities and functional needs population.</i>	V.G
<i>E-7. Provide guidance for handling evacuees with pets.</i>	V.H
<i>E-8. Outline requirements for securing evacuated areas.</i>	V.I
<i>E-8. Provide guidance for the return of evacuees and indicate who shall authorize re-entry into evacuated areas.</i>	V.J
<i>E-9. Include a list of actions pertinent to the evacuation function by phases of emergency management.</i>	V.K
VI. Organization & Assignment of Responsibilities	
<i>E-10. Indicate how the jurisdiction will be organized to carry out evacuations.</i>	VI.A
<i>E-11. Include a listing of the responsibilities for evacuation tasks assigned to local officials, departments, and agencies.</i>	VI.B
VII. Direction & Control	
<i>E-14. Identify by position the individual(s) with the authority to order an evacuation and direct and control evacuation operations.</i>	VII.A
VIII. Readiness Levels	
<i>E-15. Describe actions to be taken at various readiness levels.</i>	VIII

IX. Administration & Support	
E-16. Outline policies on reporting and the maintenance of records of emergency operations.	IX.A-B
E-17. Provide for a post-incident review of emergency operations involving large-scale evacuations.	IX.D
X. Annex Development & Maintenance	
E-17. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
E-17. Make reference to the schedule for review and update of annexes contained in the section X of the basic plan.	X.B
XI. References	
E-17. Identify references pertinent to the content of the annex.	XI
Other	
E-1-1. Include a general evacuation checklist.	Appendix 1
E-2-2. Describe potential major evacuation areas indicating the population of such areas and evacuation routes from them. Include a map depicting those evacuation routes. And estimates for hurricane evacuees.	Appendix 2
E-3-. Include detailed planning for hurricane evacuation, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map. (Required only for jurisdictions located in a hurricane risk area) <ul style="list-style-type: none"> Includes provisions for transportation of evacuees without vehicles. 	Appendix 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:	<i>Theresa J. Jones</i>	9/24/18

FOR DEM USE	Initials	Date
TDEM Preparedness Section Processing		

ANNEX E

EVACUATION

CITY OF BEAUMONT

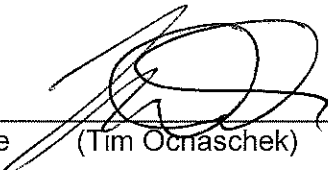


September 2018

APPROVAL & IMPLEMENTATION

Annex E

Evacuation


Signature _____ (Tim Ocnaschek) EMC

9/26/2018
Date _____

RECORD OF CHANGES

Annex E

Evacuation

Change #	Date of Change	Entered By	Date Entered

ANNEX E

EVACUATION

I. AUTHORITY

See Basic Plan, section I.

II. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Beaumont if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

III. EXPLANATION OF TERMS

A. Acronyms

Ambubus	Ambulance Bus
DDC	Disaster District Chair
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FNSS	Functional Need Support Services
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Officer
RUC	Regional Unified Command
MACC	Multi-Agency Coordination Center
SOP/SOG	Standard Operating Procedure/Guideline

B. Definitions

1. Functional Needs Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:
 - Schools and day care centers, where students require supervision to ensure their safety.
 - Hospitals, nursing homes, assisted living centers, and group homes, where patients need functionalized health care personnel and equipment to maintain their health.

- Correctional facilities, where offenders require security to keep them in custody.
 - The two categories of facilities are medical and general based on FEMA FNSS guidelines. General population shelters must be capable of providing care for both levels of functional needs.
2. Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions or all areas within the jurisdiction of the City of Beaumont
 - a. Limited evacuation of specific geographic areas might be needed as a result of a hazardous material spill/incident major fire, natural gas leak, hostile weapons fire, or localized flash flooding.
 - b. Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, extensive flooding, or a hurricane.
2. Authority for Evacuations. State law provides a County Judge or Mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of the City of Beaumont upon issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

B. Assumptions

1. Many people at risk will evacuate when local officials recommend that they do so. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
2. Some individuals will refuse to evacuate, regardless of the threat.
3. When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
4. Evacuation planning for known hazard areas can and should be done in advance.
5. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

6. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
7. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
8. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
9. When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include State and/or Federal assistance to effectively evacuate our population.
10. Duties and requirements identified for the IC also apply to the UC as applicable by ICS fundamentals.
11. Evacuees using government facilitation will be accounted for using an interoperable tracking system according to their functional needs, and to aid in the planning of re-entry to the evacuated area.

V. CONCEPT OF OPERATIONS

A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard, its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 1, has been developed to guide the execution of evacuation operations.

B. Evacuation Decisions

1. The Incident Commander/Unified Command or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a. What areas or facilities are at risk and should be evacuated?
 - b. How will the public be advised of what to do?
 - c. What do evacuees need to take with them?
 - d. What travel routes should be used by evacuees?
 - e. What transportation support is needed?

- f. What assistance will the Functional needs population require?
 - g. What traffic control is needed?
 - h. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - i. How will evacuated areas be secured?
 - j. How will pets be evacuated and reunited with their owners using government facilitated transportation.
2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
 3. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the Mayor shall issue the order for large-scale evacuations.

C. Hazard Specific Evacuation Planning

1. Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any Functional needs populations affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
2. Likely major flooding evacuation areas, other than hazardous materials or hurricane risk areas, and the potential evacuation routes for those areas are described and depicted in Appendix 2 to this annex.
3. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the appendices to Annex Q, Hazardous Materials and Oil Spill Response.
4. Guidance for hurricane and all-hazard evacuation is provided in Appendix 3 to this annex, which also describes hurricane risk areas and evacuation routes.

D. Transportation

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people who do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation to the general population during an emergency evacuation.
 - a. A gen-pop evacuation/embarkation site will be established during large-scale evacuations where a mandatory evacuation has been issued under the direction of the Emergency Management Director.
 - b. Individuals with functional needs will be assessed and triaged to ensure they have proper transportation needs and evacuated accordingly.

2. **Functional Needs Facilities.** Private schools, group homes, and day care centers may have limited transportation assets. Most other functional needs facilities rely on commercial or contract transportation companies for their special transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
3. Emergency transportation may be provided by the public school district, Beaumont Transit, Beaumont EMS, Ambubus, and other City vehicles. See Annex S, Transportation, for transportation guidance; see Annex M, Resource Management, for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated and/or a call center established to receive and process requests for transportation.
4. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

E. Traffic Control

Actual evacuation movement will be controlled by local law enforcement agencies.

1. Actual evacuation movement will be controlled by local enforcement agencies.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. For large-scale evacuations when time and supplies permit, traffic control devices, such as signs and barricades, will be provided by the Public Works Department upon request. Some traffic control devices may be available from the local Texas Department of Transportation district office as well.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

F. Warning & Public Information

1. For small-scale evacuations, the Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. For large-scale evacuations, Unified Command at the EOC, EOCs, or the Multi-Agency Coordination Center/Regional Unified Command (RUC) will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
2. **Advance Notice of Possible Evacuation**
 - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media by the designated Public Information Officer (PIO) and/or through the JIC/JIS as applicable. Advance

warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.

- b. Advance warning should be made to functional needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
- c. The functional needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any Functional circumstances or requests for assistance should be reported to on-scene authorities or the EOC.

3. Evacuation Warning

- a. Evacuation warning should be disseminated through all available warning systems. See Annex A, Warning, for further information.
- b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second to deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
- c. Functional needs facilities may be notified directly by on-scene authorities, by the EOC staff, or by the evacuation call center. However, if notifications will be made by all three methods, a specific division of responsibilities for notifications should be made so that no facilities are inadvertently overlooked.
- d. Law enforcement personnel should sweep the evacuation area to ensure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave. 2011 legislation, Texas Penal Code Section 12.50, provides for criminal penalties for failing to evacuate once ordered to do so.

4. Emergency Public Information

- a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The PIO will insure that such information is provided to the media on a timely basis for further dissemination to the public and should be available for follow-up information or interviews. Provisions must be made to disseminate information to individuals with functional needs, including the blind, hearing impaired and non-English speakers. Specific public information procedures are contained in Annex I (Emergency Public Information).
- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing

their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.

- c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

G. Functional Needs Population

1. Functional needs facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.

a. Schools & Day Care Centers

- 1) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students will be returned to their homes so they can evacuate with their families.
- 2) Private schools, charter schools, and day care centers, including adult day care facilities and group homes, typically maintain limited transportation resources and may require government assistance in evacuating.

b. Hospitals, Nursing Homes, & Correctional Facilities.

- 1) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
 - 2) Medical patients, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.
2. Functional needs citizens will require Functional evacuation assistance, transportation, shelter facilities, and medical care during major evacuations. Our City emergency management plans will identify by category and estimated number the functional needs population and address their needs before, during, and immediately after a major disaster or catastrophic incident.

H. Handling Pets During Evacuations

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with

pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Services Officer should coordinate these arrangements.

2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - 1) Pets will be tracked using the tracking systems in relation to their owners.
 - b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
 - c. Temporary pet shelters can be established at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities if necessary.

I. Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, the fire department will take measures to ensure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a re-entry program/system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris. Refer to Annex G, Law Enforcement, for further information.

J. Return of Evacuees

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate the notification(s) as appropriate. For large-scale evacuations, the decision will normally be made by the Mayor and disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat prompting the evacuation has been resolved or subsided.

- b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d. Structures have been inspected and deemed safe for occupancy.
 - e. Adequate water is available for firefighting.
 - f. Adequate healthcare facilities are available to treat, and/or hospitalize injured or sick patients
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
- a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.
 - e) Caution in running generators where exhaust could enter interior spaces.
 - f) Applicable water safety issues (i.e. boil water notices, shortages, etc)

K. Actions by Phases of Emergency Management

1. Prevention

- a. Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
- b. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
- c. Seek improvement to preplanned evacuation routes if needed.
- d. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness

- a. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Appendix 2 for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex Q, Hazardous Materials & Oil Spill Response. Determine the population of risk areas and identify facilities that may require Functional assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.

- b. To the extent possible, identify individuals with functional needs who would require assistance in evacuating and maintain contact information for those individuals.
 - c. Identify primary and alternate evacuation routes, taking into account road capacities.
 - d. Review the disaster preparedness plans of functional facilities and advise facility operators of any changes that may be needed to make them more workable.
 - e. Include evacuations in the scenario of periodic emergency drills and exercises.
 - f. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
 - g. Promulgate procedures for protecting government resources from known hazards by relocating them.
3. Response
- See the General Evacuation Checklist in Appendix 1
4. Recovery
- a. Initiate return of evacuees, when it is safe to do so.
 - b. Coordinate temporary housing for those who cannot return to their homes.
 - c. Provide traffic control for return.
 - d. Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
 - e. Carry out appropriate public information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

- 1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a MACC/RUC to support the Branches, Divisions and Groups at work in the field and Unified Command at the EOC.
- 2. Incident Command System (ICS) – EOC or MACC/RUC Interface

- a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the Mayor will give the order and the IC/UC will disseminate the order to the public.
- b. For smaller-scale evacuations, a division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions of the evacuation. The EOC will normally coordinate resource requests and policy issues that affect the City as a whole.
- c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the Unified Command at the EOC and the MACC/RUC if one is established. The IC/UC and the EMC will normally share responsibility for managing evacuation operations including activation of any shelters and/or mass care facilities within our jurisdiction. The MACC/RUC may help coordinate evacuation operations affecting multiple jurisdictional areas. The DDC/DPS will normally coordinate traffic control along evacuation routes outside the City of Beaumont.

B. Assignment of Responsibilities

1. The Mayor will:

- a. For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.
- b. Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
- c. Direct the opening of local shelter and mass care facilities, if needed.

2. The Incident Commander/Unified Command will:

- a. Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
- b. If evacuation of risk areas and Functional needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned. Request additional resources from the EOC, as required.
- c. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
- d. Approve release of warnings, instructions, and other emergency public information relating to evacuation.

3. The EOC (OEM Staff) will:

- a. Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
 - b. Review evacuation plans of functional needs facilities within known risk areas and determine possible need for evacuation support.
 - c. Coordinate pre-evacuation planning to include:
 - 1) Selection of suitable evacuation routes, based on recommendations from law enforcement.
 - 2) Movement control, based on recommendations from law enforcement.
 - 3) Transportation arrangements.
 - 4) Shelter and mass care arrangements.
 - 5) Functional needs demographics and evacuation support requirements.
 - d. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
 - e. For short-term evacuations, coordinate with operators of government-owned buildings, schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.
4. Common Tasks of All Organizations
- a. If time permits, secure and protect City facilities in evacuation areas.
 - b. If time permits, relocate essential equipment, supplies, and records to non-risk areas.
5. Law Enforcement (Operations) will:
- a. Recommend evacuation routes to the Incident Commander/Unified Command or EOC staff.
 - b. Assist in evacuation by providing traffic control.
 - c. Protect property in evacuated areas and limit access to those areas.
 - d. Assist in securing, protecting or relocating prisoners as applicable.
 - e. If time permits, relocate essential evidence to non-risk areas.
 - f. Coordinate law enforcement activities with other emergency services.
 - g. Assist in warning the public.

- h. Provide information to the PIO or JIC for public news releases on the evacuation routes.
 - i. Coordinate with the Texas Department of Transportation to assist with traffic control signage and barricades as applicable on State or Federal highways.
- 6. The Fire Department (Operations) will:
 - a. Be responsible for fire protection in the vacated area.
 - b. Assist in warning the public.
 - c. Assist in evacuating functional needs groups/facilities, as requested.
 - d. Assist in establishing evacuation point facilities as requested.
 - e. Determine and establish assembly points as necessary.
 - f. Provide information to the PIO or JIC on pickup points or Functional pickup routes for those who require transportation, so that this information may be provided to the public.
- 7. The Public Information Officer (PIO) will:
 - a. Disseminate emergency information from the Incident Commander/Unified Command advising the public of evacuation actions to be taken.
 - b. Coordinate with area news media for news releases.
 - c. Establish a media briefing area as applicable. For additional information refer to Annex A, Public Warning.
 - d. Establish a Joint Information System (JIS) and Joint Information Center (JIC) as applicable.
- 8. The Public Works Department (Operations) will:
 - a. Provide and position traffic control devices upon request.
 - b. Assist in keeping evacuation routes open as necessary.
 - c. When possible, provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
 - d. Provide other assistance, such as manpower and heavy equipment, for evacuations as needed.
- 9. The Ground Support/Transportation (Operations) Unit Leader will:
 - a. Coordinate transportation for the Evacuation Branch to assist evacuees without vehicles or for those who need assistance in evacuating.

- b. Coordinate all transportation relating to relocation of essential resources.

10. The Shelter/Mass Care Officer (Liaison) will:

- a. For other than short-term evacuations, or for mass casualty incidents, coordinate with the American Red Cross, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C, Shelter & Mass Care, for further information

11. Public Health (Operation) will:

- a. Monitor evacuation of health care facilities and coordinate evacuation assistance, if requested.
- b. Provide triage for medical functional needs evacuees.
- c. Assist with treatment and transport of medical Functional needs evacuees as applicable. This support will be required at both the General and Medical Evacuation Sites.

12. Animal Services (Operations) will:

- a. Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b. Arrange for supplies to evacuate pets arriving with evacuees without the necessary equipment.
- c. Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. Functional Needs Facilities(Liaison) (schools, hospitals, nursing homes, group homes, assisted living facilities, and correctional facilities) will:

- a. Close and supervise evacuation of their facilities.
- b. Coordinate appropriate transportation for evacuees and enroute medical or security support.
- c. Arrange for use of suitable host facilities.
- d. Request emergency assistance from local government if assistance cannot be obtained from other sources.
- e. Ensure assigned personnel are trained and knowledgeable of evacuation procedures.

- f. Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander/Unified Command may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by Unified Command located at the EOC within the City of Beaumont.

B. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of Functionalized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

C. Lines of Succession

1. The lines of succession for the Mayor and the EMC are outlined in Section VII of the Basic Plan.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.
3. Lines of succession for appointed positions shall be in accordance with the respective Annex/function addressed.

VIII. INCREASED READINESS ACTIONS

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.K, Actions by Phases of Emergency Management.

B. Level III - Increased Readiness. Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level III readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Advise the public and functional needs facilities to monitor the situation.
5. Check the status of potential evacuation routes, evacuation facilities, and shelter/mass care facilities.
6. Establish an evacuation strategy based on the hazards and characteristics associated with the incident using the planning questions identified in Section V. B Evacuation Decisions.

C. Level II - High Readiness. High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level II readiness actions may include:

1. Activate the EOC and ICP with designated personnel and monitor the situation.
2. Alert all response personnel for possible evacuation operations duty.
3. Coordinate with functional facilities and/or health care facilities and group homes to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Continue to disseminate public information.
6. Update the status of resources.
7. Update the DDC with any anticipated resource shortfalls.

D. Level I - Maximum Readiness. Maximum readiness is appropriate when there is a significant possibility that an evacuation operation may have to be conducted. Level I readiness actions may include:

1. Staff the UC/EOC with additional personnel as needed, and monitor the situation and track resource status.

2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Check the status of evacuation routes and pre-position traffic control devices.
4. Update plans to move government equipment to safe havens.
5. Select shelter/mass care facilities for use.
5. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.
6. Implement Evacuation Plan.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected. Situation Reports will be prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

B. Records

1. Activity Logs/Major Event Logs. The Incident Commander and, if activated, the UC at the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

~~General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.~~

D. Post Incident Review

For large-scale evacuations, the City of Beaumont's EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.D of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The EMC, in conjunction with applicable Department Directors, is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP/SOGs covering those responsibilities.

XI. REFERENCES

Department of Justice, ADA Best Practices Tool Kit for State and Local Government
FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).
FEMA, *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters* (November 2010)
State of Texas, *Function Needs Support Services Took Kit* (June 1, 2011).
State of Texas, Texas Department of Public Safety Disaster District 2B-Sub 2B, *Emergency Evacuation Traffic Management Plan* (June 1, 2017)
U.S. Army Corps of Engineers, *Texas Hurricane Evacuation Study, Technical Data Report for the Lake Sabine Study Area* (January 2012)

APPENDICES:

- 1 General Evacuation Checklist
- 2 Potential Evacuation Areas
- 3 Hurricane Evacuation

GENERAL EVACUATION CHECKLIST

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any functional needs facilities and populations in risk area(s) 	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations and routes to shelters.	
	ADVANCE WARNING:	
	6. Provide advance warning to functional needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with functional needs facilities regarding precautionary evacuation. Identify and alert Functional needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with private, charter, and public schools regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected by evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to functional needs facilities and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go & how should they get there ▪ Provisions for functional needs population & those without transportation 	
	18. Staff and open temporary shelters	

	19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to the local Disaster District.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with functional needs facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage & making expedient repairs ▪ Caution in reactivating utilities & damaged appliances ▪ Cleanup & removal/disposal of debris ▪ Recovery programs See Annex J, Recovery. 	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

**POTENTIAL EVACUATION AREAS
(LIST)**

ID# E-1

Description: City of Beaumont

Hazard: Major Hurricane

Est. Population: 118,296

Evacuation Routes: US 69 North (See Traffic Management Plan)

Est. Evacuation Time: 32 hours

ID# E-2

Description: North Beaumont

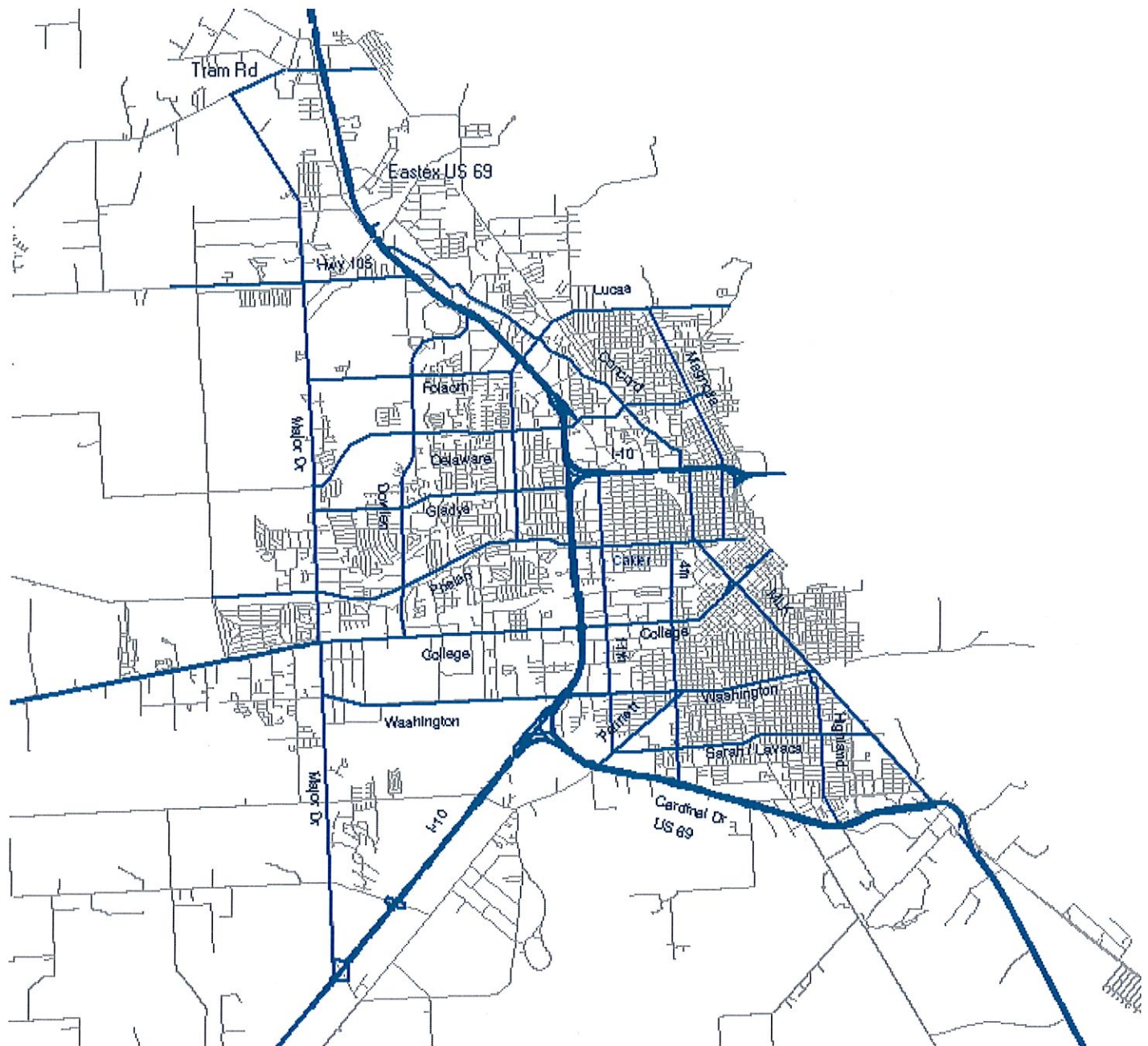
Hazard: Flooding

Est. Population: 10,000

Evacuation Routes: Pine Street, Lucas Dr, Delaware St, Magnolia St, Concord Dr, Tram Rd, Hwy 105, IH10, US 69

Est. Evacuation Time: 6 hours

POTENTIAL EVACUATION AREAS (MAP)

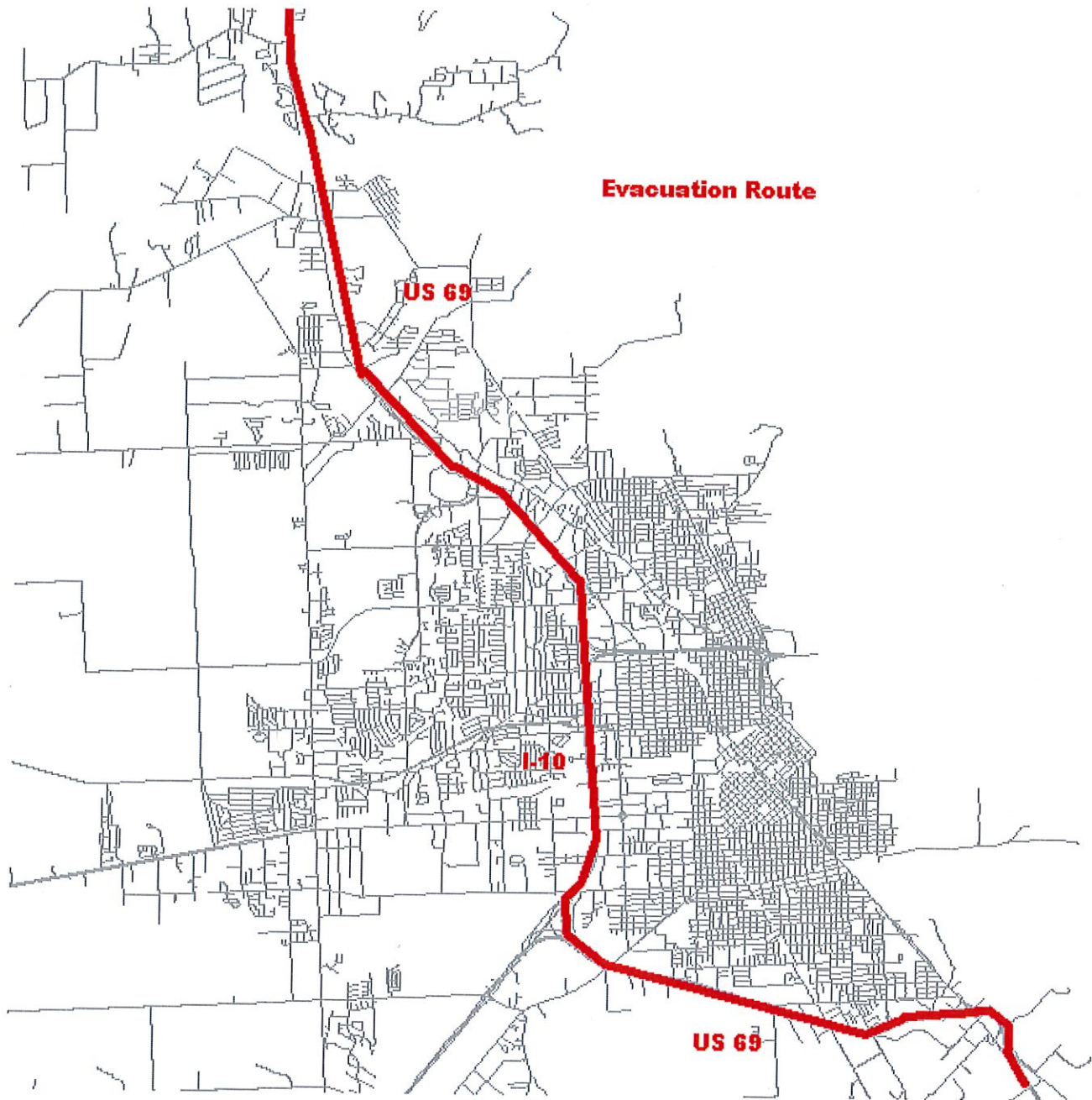


Based on January 2012, FEMA approved, Texas Hurricane Evacuation Study- Technical data Report for the Lake Sabine Study Area.

Table 6-2: Socioeconomic Data

County	Evacuation Zone	Population	Permanent Occupied Housing Units	Mobile Home Units	Vacation / Seasonal Units	Tourist / Hotel / Motel Units	Average People Per Occupied Housing Unit	Average Vehicle per Occupied Housing Unit
Chambers	Scenario A Evacuation Zone - Cat 1-2	1,353	487	119	134	0	2.79	1.79
	Scenario B Evacuation Zone - Cat 3-4	27,359	9,242	2,542	239	255	2.89	1.96
	Scenario C Evacuation Zone - Cat 5	6,384	2,224	494	30	0	2.87	1.91
	Total	35,096	11,953	3,156	403	255		
Jefferson	Scenario A Evacuation Zone - Cat 1-2	84,335	32,138	1,004	267	1,525	2.61	1.67
	Scenario B Evacuation Zone - Cat 3-5	167,938	61,303	2,654	238	3,193	3.07	1.74
	Total	252,273	93,441	3,658	505	4,718		
Orange	Scenario A Evacuation Zone - Cat 1-2	53,726	20,533	3,943	164	549	2.63	1.74
	Scenario B Evacuation Zone - Cat 3-5	28,111	10,498	2,970	84	828	2.68	1.82
	Total	81,837	31,031	6,913	248	1,377		
Liberty	Scenario A Evacuation Zone - Cat 1-2	26,403	9,093	3,534	131	91	2.85	1.73
	Scenario B Evacuation Zone - Cat 3-5	49,240	15,980	5,788	815	168	3.20	1.74
	Total	75,643	25,073	9,322	946	259		
Hardin	Scenario A Evacuation Zone - Cat 1-2	9,423	3,572	1,379	52	0	2.62	1.76
	Scenario B Evacuation Zone - Cat 3	23,140	8,536	2,550	64	106	2.72	1.90
	Scenario C Evacuation Zone - Cat 4-5	22,072	8,354	3,010	247	52	2.64	1.68
	Total	54,635	20,462	6,939	363	158		
Jasper	Scenario A Evacuation Zone - Cat 1-2	12,005	4,595	1,692	117	0	2.62	1.70
	Scenario B Evacuation Zone - Cat 3-5	23,705	9,175	2,865	1,293	402	2.58	1.68
	Total	35,710	13,770	4,557	1,410	402		
Newton	Scenario A Evacuation Zone - Cat 1-2	7,233	2,836	1,141	261	0	2.53	1.54
	Scenario B Evacuation Zone - Cat 3-5	7,212	2,640	970	596	131	2.57	1.72
	Total	14,445	5,476	2,111	857	131		

HURRICANE EVACUATION



Additional Information regarding Transportation registration and process for evacuating citizens is maintained in the local Emergency Management Office and is posted on the City of Beaumont website: cityofbeaumont.com under the Emergency Management link.